

SUPPORTING STATEMENT

Biographic Information

(Form G-325)

OMB No. 1615-0008

A. JUSTIFICATION:

1. Section 245 of the Immigration and Nationality Act (INA) prescribes the necessity of this information collection. The collection is required from applicants for various benefits granted by the U.S. Citizenship and Immigration Services (USCIS), such as adjustment of nonimmigrant status to that of person admitted for permanent residence. Security requirements dictate that certain biographic information be obtained from persons seeking certain immigration benefits for submission to other agencies, (Federal Bureau of Investigation, Central Intelligence Agency, Department of State or Department of Defense) to ensure that INS action is in the best interest of the United States.
2. This form is used when it is necessary to check other agency records on applications or petitions submitted by applicants for benefits under the INA. The form is also required from applicants for adjustment to permanent resident status and specific applicants for naturalization.
3. The use of this form provides the most efficient means for collecting and processing the required data. In this case the USCIS does not employ the use of information technology in collecting and processing information. Currently, the USCIS does not have the automated capability in place to accept electronic submission of this form.

4. A review of the USCIS Forms Inventory Report revealed no duplication of efforts. There is no similar information currently available that can be used for this purpose.
5. This collection of information does not have an impact on small businesses or other small entities.
6. The use of this form provides the most expedient means to support the mission of the USCIS as it relates to the grant of specific immigration benefits. This form also assists other federal agencies in the search of relevant information pertaining to applicants for immigration benefits.
7. There are no special circumstances applicable to this information collection.
8. The USCIS published a notice in the Federal Register notifying the public of the currently approved information collection. The notice allowed for a 60-day review and comment period.
9. The USCIS does not provide payment or gifts to respondents in exchange for a benefit sought.
10. There is no assurance of confidentiality.
11. There are no questions of a sensitive nature.

12. Annual Reporting Burden:

a.	Number of Respondents	1,144,994
b.	Number of Responses per Respondent	1
c.	Total Annual Responses	1,144,994
d.	Hours per Response	.25
e.	Total Annual Reporting Burden	286,249
f.	Total Public Cost	\$ 2,862,485

Annual Reporting Burden

Total annual reporting burden hours are 286,249. This figure was derived by multiplying the number of respondents (1,144,994) x frequency of response (1) x hours per response (.25). The projected hours per response for this collection of information were based on previous experience with this form. The estimate includes learning about the law and the form, completing the form, and assembling and filing the form.

Public Cost

The estimated annual public cost is \$2,862,485. This estimate is based on the number of respondents 1,144,994 x .25 hours (15 minutes) per response x \$10 (Average hourly rate).

13. There are no capital or start-up costs associated with this information collection. Any cost burdens to respondents as a result of this information collection are identified in Item 14. *Additionally, there is no fee charge associated with the collection of this information.*

14. Annualized Cost Analysis:

a.	Printing Cost	\$ 206,099
----	---------------	------------

b.	Collection and Processing Cost	11,449,940
c.	Total Cost to Program	11,656,039
d.	Fee Charge	0
e.	Total Cost to Government	11,656,039

Government Cost

The estimated cost to the Government is \$11,656,039. This figure is calculated by using the estimated number of respondents 1,144,994 x 15 Minutes (0.25) (Time required to collect and process information) x \$40 (suggested average hourly rate for clerical, officer, and supervisory time with benefits). In addition, this figure includes the estimated overhead cost for printing, stocking, and distributing the form which is \$206,099.

15. There has been no increase or decrease in the estimated burden hours previously reported for this information collection.
16. USCIS does not intend to employ the use of statistics or the publication thereof for this information collection.
17. The USCIS is seeking approval to not display the expiration date of OMB approval of this information collection. The display of the expiration date would require the INS to pull and destroy current forms in its inventory that contain outdated expiration dates, but could still be used by the public because the information requested on the form is still valid except for the expiration date. To reprint forms which could otherwise be used is also cost immoderate.

18. The USCIS does not request an exception to the certification of this information collection. See attached Item 19 of Form OMB 83-I.

B. Collection of Information Employing Statistical Methods.

Not Applicable.

C. Certification and Signature.

PAPERWORK CERTIFICATION

In submitting this request for OMB approval, I certify that the requirements of the Privacy Act and OMB directives have been complied with including paperwork regulations, statistical standards or directives, and any other information policy directives promulgated under 5 CFR 1320.

Richard A. Sloan
Director
Regulatory Management Division
U.S. Citizenship and Immigration Services

Date